



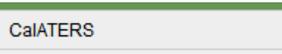
New User Registration

Step 1

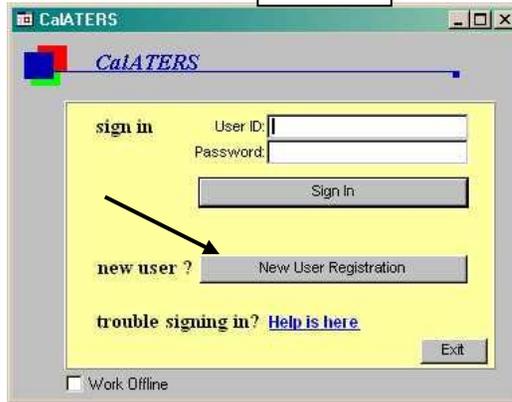


From the CalATERS web site at

www.calaters.ca.gov, click



Step 2



Click



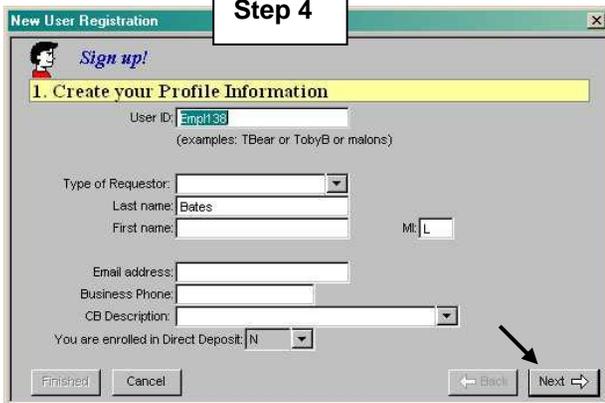
Step 3



Key your Social Security Number and Last Name and click

Steps 4 - 12 provide guidelines on updating your system Profile screens. Unless noted otherwise, fields that are grayed out cannot be updated.

Step 4

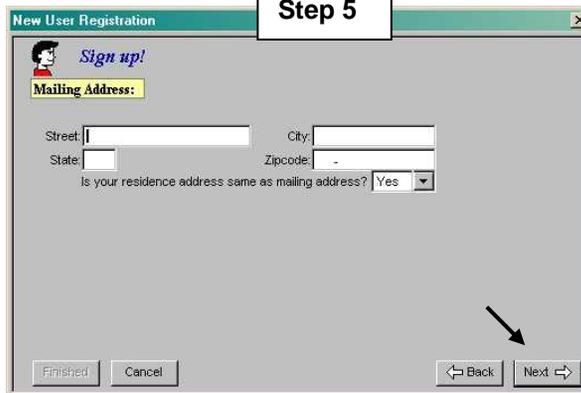


Write down but do not change the User ID. The "Type of Requestor" for State employees should be "Employee".

Complete any blank fields and click

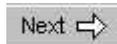


Step 5



Key mailing address. If different from residence address, click No and complete remaining fields.

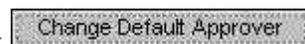
When all fields are completed, click



Step 6



Click





New User Registration

Step 7

Key the approver's last name and click



Step 8

Name	Email
Keller, Debie K	trne0111@sco.ca.gov
Kellerman, Natalie K	trne0111@sco.ca.gov
Kellerman, Ronald K	trne0111@sco.ca.gov

Click approver's name and click . If your approver is not listed, they are not yet registered. They can be added after they register. Click Cancel if Approver is not listed.

Step 9

If an Approver was selected, the Approver's name will appear in blue on the

Select Person screen. Click .

Complete remaining fields on the Organization screen and click .

Step 10

A Long Term Assignment (LTA) is a pre-approved business trip of more than 30 days. If you are not

on a LTA, click . If you are on a LTA, select Yes, complete remaining fields and then

click .

Step 11

Click .

Step 12

Registration is complete. Your CalATERS system assigned password will be mailed to your e-mail address.

Click .

Note: The system assigned 8 character password may be changed. Refer to [Change Your Password](#) instructions on the CalATERS web site.